

**COUNTY OF SAN DIEGO
ADMINISTRATIVE MANUAL**

SUBJECT: CIVIL SERVICE RULES AMENDMENTS

ITEM
NUMBER **0080-04-02**

DATE: JUNE 27, 2011

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Purpose

To provide an orderly process for amending Civil Service Rules.

Background

Periodically there is a need to amend Civil Service Rules because of new laws, meet and confer process, Rule clarification, etc. These changes may be initiated by the Commission, the Commission's Executive Officer, Board of Supervisors, CAO, or Director of the Department of Human Resources (DHR).

Procedure

1. All proposed amendments that are initiated by individuals outside of the Commission will be submitted to the Executive Officer in typed form with a complete draft and an add-and-delete copy. Proposed amendments shall show all amended sections.
2. The Commission shall act on such proposals within 30 calendar days after their submittal providing that the proposals have been reviewed by County Counsel and have been met and conferred upon. The Executive Officer will include a recommendation to accept or reject the proposed amendments.
3. Proposed amendments must be reviewed by County Counsel and met and conferred upon.
4. If the proposed amendments are initiated by the Commission itself, the documents will first be referred to County Counsel for review and then to DHR for coordination of the meet and confer process. The proposed amendments shall be returned to the Commission within 60 calendar days after receipt by DHR unless an exception is agreed to between the Commission and DHR. Any change to the original proposals as a result of meet and confer or County Counsel review should be communicated immediately by DHR to the Executive Officer for discussion with the Commissioners.
5. DHR will be responsible for furnishing the Commission with a complete final copy and an add and delete copy, except in cases where the amendments were initiated by the Commission. After the Commission has approved the amendments, the Commission's staff will coordinate the forwarding of documents to the Board of Supervisors for its approval.
6. Within 30 calendar days of Board approval, DHR will be responsible for furnishing all departments with copies of amendments.

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Approved:



Walter F. Ekard
Chief Administrative Officer

Responsible Department(s):

Civil Service Commission (Approved 6/1/2011)

Concurring Department(s):

Department of Human Resources